

Child Protection Worker Grant

Tips for managing the Child Protection Worker Grant

- DHS encourages counties to spend the grant timely. The calendar year allocation is intended for service in that calendar year.
- If not all of the Calendar Year 2015 funds are spent in 2015, they must be spent for expanding child protection staff and service in 2016. These funds should be dedicated to child protection activities and not revert back to the county general fund as excess balance or reduce the county general fund investment in 2016.

It is important to get current on the grant spending. The best opportunity to put a case for additional one-time spending to spend down the excess CY 2015 is now when you are catching up on a backlog of work.

- It is recommended that counties track, at least on a budget basis, the planned expenditures for the grant. At the end of CY 2015, please track the amount of the grant which was utilized. Any unused portions should be dedicated to child protection purpose in 2016. Be sure that these funds do not negatively impact the amount of county fund for child protection service in 2016.
- The grant spending must be for new positions and services to fulfill the non-supplantation requirement of the grant. Things that may be appropriate are equipping the new position; costs associated with hiring and training the new workers.

There is some judgement that may be require in determining if something is new and non-supplanting. Some tests might be to see if this was already in the budget.

Example: If you already had the purchase of a new software package in the budget prior then it is not new. However, if you have made a purchase of the same software and the decision to buy a new software package was based on the new funding and it will enhance child protection services, than it would not likely be considered supplanting fund.

- Keep a File!

It is likely that you will need to do some estimates in determining how your grant is being used. Please keep a file on grant utilization and the assumptions for how you estimated the grants expenditures. This will be a helpful resource for demonstrating that you are in compliance even if the SEAGR data looks different a year from now.

This is a good place to track how you determined that certain expenditure were not supplanting funds but rather new spending (see example above). It will also be a source should DHS survey counties on how the grant was expended.

- If you are doing activity which earn other revenue (such as CW-TCM), you should only count the net amount as child protection grant spending.

CW-TCM require the federal revenue to expand services (see M.S. 256F.10 Subd. 6). You will need to expand your total spending by the child protection grant plus the additional CW-TCM revenue. The best way to make sure you meet both requirements is to only count the net amount against the child protection worker grant.

- The department will review SEAGR spending in the children's program (1xxx's BRASS Codes) spending at the end of CY 2015 and CY 2016 to monitor progress of the spending the child protection grant funds.

We will likely use CY 2014 as a benchmark for spending. We will look at CY 2013 to see if there is consistency in expenditures and revenues for the children's programs.

- Additionally, the department will look at other available information such as Merit system data and performance indicator to monitor county progress.
- If the regular SEAGR allocation of expenditures does not adequately reflect some position start-up or recruitment costs, counties are able to direct these costs in SEAGR using the Direct Allocation SEAGR adjustment. See the current SEAGR bulletin 14-32-04, Attachment B4, for further details.